

## **PRV – Enrollment Recruit & Coordinate Activities of the Managed Health Advisory Committee (MHCAC)**

### **Purpose:**

The purpose of this procedure is to recruit providers for the Managed Health Care Advisory Committee (MHCAC) committee and coordinate bi-annual meetings with committee members.

### **Identification of Roles:**

Primary Role - Provider Enrollment staff will perform this procedure.

### **Performance Standards:**

N/A

### **Path of Business Procedure:**

**Note: The functions of the MHCAC committee have been assigned to the Medical Assistance Advisory Council (MAAC) committee.**

#### **Step 1: Solicit MediPASS providers.**

- a. A recruitment letter is sent to all active MediPASS providers inviting them to participate on this committee. The letter includes a questionnaire ascertaining the level of interest of the provider and their background experience. The Medicaid Management Information System (MMIS) provider file is utilized to obtain provider names and addresses.

#### **Step 2: Call to providers who express an interest.**

- a. During this call additional questions are answered regarding the committee and the call confirms their continued interest. Additional information includes:
  1. Frequency of meetings
  2. Location of meetings
  3. Time Commitment
  4. General responsibilities of the committee

#### **Step 3: A selection committee is comprised with representation from the following units:**

- a. Policy
- b. Provider Services
- c. Medical Services
- d. Member Services

#### **Step 4: The selection committee members independently review the level of interest and qualifications**

- a. Each of the applicants is ranked accordingly.

**Step 5: The selection committee to discuss candidates and reach consensus**

**The consensus takes into consideration the following:**

- a. Members are then selected that represent different regions of the State of Iowa
- b. Provider Specialties are considered which include General Practice, Family Practice, Pediatrics, Obstetrics/Gynecology, and Internal Medicine

**Step 6: Contacts selected members and obtains agreement to become committee members.**

- a. Outreach staff contacts selected members to obtain verbal agreement to serve on the committee.

**Step 7: Letter is mailed expressing appreciation**

- a. A "Thank You" letter is sent to all of the candidates expressing appreciation for their interest.
- b. The letter introduces the committee members.

**Step 8: Confirmation letter is sent to the selected candidates.**

**Step 9: Schedules bi-annual meeting**

- a. Provider Services schedules bi-annual meeting dates with input from Policy staff.

**Step 10: Coordinate and prepare for meeting**

- a. Provider Services coordinates and prepares meeting agenda and materials to be discussed at the bi-annual meetings.
- b. Agenda and materials are sent to committee members at least thirty days in advance of the meeting date.

**Step 11: Attends and participate at the quarterly meetings.**

**Step 12: Staff arrange for cookies and drinks.**

**Step 13: Document meeting**

- a. Provider Services staff documents minutes for each of the meetings.

**Step 14: Forward meeting documentation to committee members.**

**Forms/Reports:**

Managed Health Care Advisory Committee (MHCAC) Recruitment Letter  
Level of Interest and Experience Questionnaire  
Thank you letter to candidates not chosen  
Confirmation letter to chosen candidates

**RFP References:**

N/A

**Interfaces:**

Policy  
Provider Services  
Medical Services  
Member Services

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**Attachments:**

Process Map



